



Mendon Public Library Study Room Policy

The Mendon Public Library provides two study rooms for individual quiet study and for small groups of up to four persons to work together.

- All customers must sign in at the circulation desk with identification before a room is used.
- In order to accommodate multiple users, an individual or group may use the study room for up to 2 hours per day.
- There is no fee to use the study rooms. However, there is a suggested donation of \$10 per use for a profit or commercial use.
- Reservations may be taken as an accommodation. Reservations may be made up to 2 weeks in advance on a first-come, first-served basis, but walk-ins are welcome when the room is not in use or reserved. A customer or group may have one outstanding reservation at a time. A reservation is made at the circulation desk, either in person, or by phone. A room will be held for 15 minutes before the reservation is forfeited. Repeated no-shows will not be able to make reservations in advance.

Study Room Use

- Maximum occupancy of a study room is 4 persons. A vacated room is considered abandoned and may be assigned to another individual or group.
- Study rooms are intended for quiet group study or projects. Talking is allowed though excessive noise and/or disruptive behavior will result in suspension of study room privileges for one month.
- Food and beverages will be allowed according to the Mendon Public Library Food and Beverage Policy.
- Mendon Public Library Rules of Conduct will apply to Mendon Library Study rooms. In addition children, younger than 12 years of age must have a person 18 years of age or older in the study room with them at all times during use.
- Customers are responsible for leaving the room as they found it. They will be liable if any damage is done to the premises, furniture, or equipment and may be denied future use of the study room if damages occur. A customer will be charged \$30 if the study room is left dirty.
- The library is not responsible for loss or damage to the personal property of individuals or groups using any library facilities. Personal property should not be left unattended in study rooms. In addition, the library will not provide storage for customers using the study rooms. If items are left in the study room for more than 10 minutes, these items will be removed by library staff. *The library is not responsible for theft or damage to personal property.*
- Study rooms will be vacated 15 minutes before library closing.
- The study rooms may not be used for meetings or discussions that encourage or promote violence against or physical injury to individuals or groups of individuals.
- Study rooms will be monitored, and the library staff has the authority to expel groups using the study room inappropriately. If a situation warrants assistance, the staff will contact the Monroe County Sheriff's Department.
- Abuse of study rooms and rules governing use or damage to study room may result in loss of library privileges.
- Library staff has the final say on the use of the study rooms.